



WEST PALM BEACH

City of West Palm Beach Office of Small and Minority/Women Business Programs

A GUIDE TO DOING BUSINESS WITH THE CITY

A PRACTICAL MANUAL FOR
SECURING CITY CONTRACTS

City of West Palm Beach - District Map

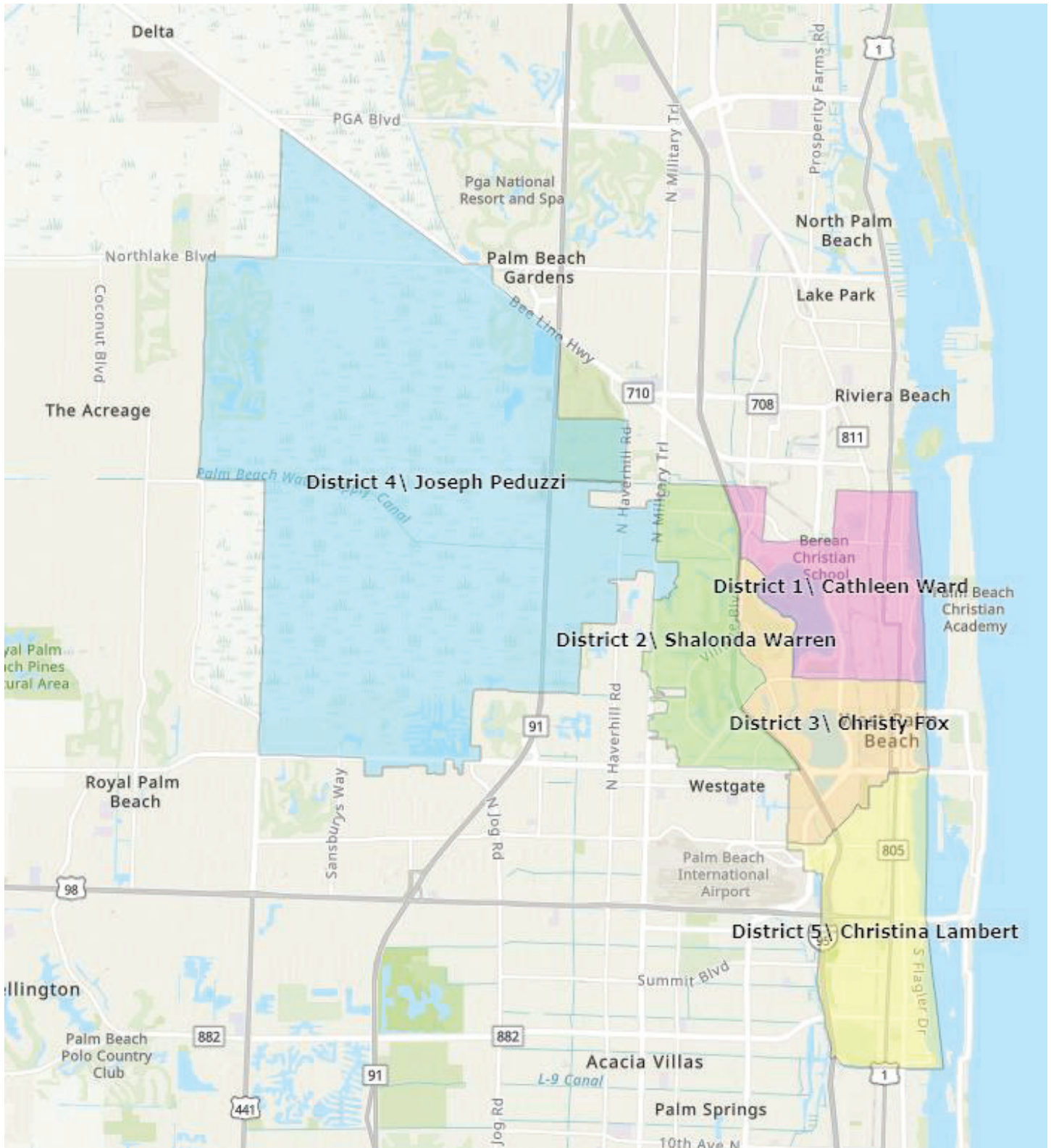
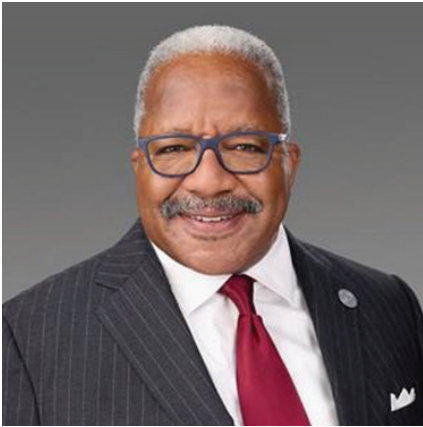


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West Palm Beach - City Directory

City Department	Telephone Number
City Attorney	561-822-1350
City Clerk	561-822-1210
City Commission	561-822-1390
Community Events	561-822-1515
Community Redevelopment Agency CRA	561-822-1550
Development Services	561-805-6700
Engineering & Public Works	561-494-1040
Finance	561-822-1310
Housing Community Development	561-822-1250
Mayors Office	561-822-1400
Office of Small Minority/Women Business	561-822-2104
Programs Parks & Recreation	561-804-4900
Procurement	561-822-2100
Utilities Administration	561-494-1040
Utilities Customer Service	561-822-1300
Wastewater - ECR	561-835-7400
Water Treatment	561-822-2200



Letter from Mayor Keith A. James

Dear Business Owner.

Congratulations! You are taking the first step toward working with the City of West Palm Beach.

Our city is experiencing a period of unprecedented growth. With that comes many exciting opportunities for residents and business owners alike!

In this resource guide, you will find information explaining how to become certified as a Small and/or Minority/Woman Business with the city. The booklet details how to become certified with other agencies, find contract opportunities, and apply for loans that support small businesses.

As mayor, I am working to make West Palm Beach a community of opportunity for all. Please consider the city's Office of Small & Minority Business Programs as your entrepreneurial gateway to opportunities working with the city.

Yours in service,

A handwritten signature in black ink that reads "Keith A. James".

Keith A. James, Mayor
City of West Palm Beach

A Message From Frank Hayden



Every journey begins with the first step. Consider this guide the first step on your journey to becoming a City-certified business enterprise.

As a Small and/or Minority/Women Business Enterprise, you have my team at your disposal – for questions, meetings, networking opportunities, training and development, and of course, certification. Because once you're certified, then we can really do "business."

Read this guide first. If you have any questions, contact me and my staff in the Office of Small and Minority/Women Business Programs. We are with you every step of the way.

Sincerely,
Frank Hayden

A handwritten signature in black ink that reads "Frank Hayden".

Director – Office of Small Minority/Women Business
Enterprise Programs

Office of Small & Minority Business Programs

The Office of Small & Minority Business Programs oversees programs designed to ensure fair business practices in West Palm Beach. We welcome participation from all business enterprises – large and small, new and established, traditional and innovative. More importantly, the City of West Palm Beach is dedicated to making sure our business partners reflect the diversity and talents of our residential population.

The Office of Small & Minority Business Programs was created to oversee programs designed to ensure equality and fair business practices within the City. The department is responsible for coordinating and facilitating programs that foster workforce development, business development, and professional education and training.

We work in partnership with other City departments, business-oriented and non-profit agencies, public and private schools, and other government entities to carry out our mission.

The vision of the Office of Small & Minority Business Programs is for all residents--inclusive of gender, cultural background and abilities--to have equitable opportunities to do business with and/or earn a competitive wage working with the City.

You can learn more about doing business with the City of West Palm Beach by visiting: www.wpb.org/procurement

The following programs fall under the direction of the Office:

- Small Business Enterprises Program (SBE)
- Minority/Women Business Enterprises Program (M/WBE) Service-Disabled Veterans
- Local Workforce
- Living Wage



WPB Key App Unlocks The City

WPB Key is an online and mobile app-based service that connects residents with City staff. Ask questions, make requests and pay bills right through WPB Key! Download the app - @WPBKey - for iPhone or Androids from the App Store.



How to Find Business Opportunities

Prospective business opportunities are at your fingertips. Once you have started your business and it is certified as a SBE and/or M/WBE, you can search different databases for contracting opportunities that are available, according to your North American Industry Classification System (NAICS) business code(s) or the National Institute of Government Procurement (NIGP) business code(s), which designate what type of services or products/goods your business supplies.

If you have questions about the solicitations, please contact the appropriate procurement representative for each municipality or organization, as different rules may apply.

City of West Palm Beach

For upcoming contract opportunities, visit the City's bids list:

<https://www.wpb.org/government/procurement/solicitations/bids-list>

For long-range projects associated with the City's Capital Improvement Program, which include infrastructure, parks and recreation, public utilities and public safety, visit:

<https://www.wpb.org/government/engineering/capital-improvement-program-cip>

Palm Beach County

Businesses must be registered to do business with the County to access its business opportunities. To register and view opportunities, visit:

<https://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

School District of Palm Beach County

The School District's solicitation information can be found here:

<https://www.palmbeachschools.org/page/1753>

The School District encourages businesses to register, for free, to obtain information about upcoming bid solicitations here: <https://prod.bidsync.com/SDPBC>

South Florida Water Management District

To register, get certified, and view upcoming solicitations at the SFWMD, please visit:

<https://www.sfwmd.gov/doing-business-with-us/procurement>

Solid Waste Authority

To register, get certified and view upcoming solicitations at the SWA, visit:

<https://www.swa.org/Bids.aspx>

Florida State Minority Supplier Diversity Council

Connect with other businesses, which may be seeking partners and collaborators, through this statewide organization that also offers training, education, networking and other opportunities: <https://fsmsdc.org>

State of Florida - Office of Supplier Diversity

To view bid opportunities throughout the state, please visit:

https://dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

Nationally

Register and search for opportunities with government entities across the country through –Periscope: Gaining access to some bid opportunities will require a paid registration.
<https://www.periscopeholdings.com/s2g>

One of the most widely used services is www.demandstar.com Their motto is: “Get direct access to thousands of government buyers with way less effort.” There is a cost involved.

Dont see Your Service Listed? Here’s What To Do.

When viewing a project listed on one of the links above look at it from the end result and try and think of the team that put the project together.

- Can your company be included in that team?
- Does your product or service provide a valuable piece to the project?
- Are all of your licenses, certificates and company documents in order?

For example, a company providing video services may not find “video services” solicitations on web sites for their local and state government but once every three years. The alternative is to look at other projects and try and discern where there may be a subcontracting opportunity for video services.

For instance, solicitation for new construction may have the need to video/photograph the stages of the construction. By contacting the bidders/proposers of the construction project a videographer will gain new leads for customers actively looking for team members that can provide those ancillary video services. This same example works for services like plumbing, accounting, public relations, landscaping, sodding, lighting, etc. Here we go a step farther and inform you that the prime contractor that is awarded the construction or other large project receives the award based on their ability to put together a team with certified SBEs and M/WBEs. So, the prime contractor is very interested in including subcontractors that can perform and bring value to their project. Review the solicitation document to find out more about the preferences given to SBE and M/WBEs and the primes who utilize SBE and M/WBE subcontractors.



Useful Numbers For New Businesses

Below is a list of resources that might be useful to small and minority-owned businesses.

AGENCY

PHONE

WEBSITE

Center for Enterprise Opportunity (CEO)

(Formerly Business Loan Fund of the Palm Beaches) Entrepreneurial institute program that provides easy access to in-house general and specific subject matter experts at low or no cost to the business customer. Areas of expertise include, but are not limited to, accounting, business management, business development, relationship marketing, branding, customer service, business structuring and strategy.

(561) 478-2337

www.ceoventures.org

Consumer Affairs

Investigates, negotiates, and mediates consumer complaints against businesses with a goal of avoiding any future conflicts and misunderstandings. Protects consumers and businesses from unlawful, deceptive and unfair trade practices by enforcing existing ordinance laws and regulations.

(561) 712-6600

www.pbcgov.com/publicsafety/consumeraffairs

Department of Licensing Business & Professional Regulation (DBPR)

Licensing and regulating businesses and professionals in the State of Florida, such as cosmetologists, veterinarians, real estate agents and pari-mutuel wagering facilities.

(850) 487-1395

www.pbcgov.com/publicsafety/consumeraffairs

Florida Department of Agriculture and Consumer Services

Licensing for security firm, plants/agriculture, industry, food industry, etc.

(800) 435-7352

www.freshfromflorida.com

Global Business Development Center

Business coaching and development center which offers workshops, leadership, sales and service training, virtual office and administrative services.

(561) 894-4500

www.sbdcglobal.com

FAU Small Business Development Center (SBDC)

Assists small businesses with financial, marketing, production, organization, engineering and technical problems and feasibility studies. Offers special SBDC programs and economic development activities include international trade assistance, technical assistance, procurement assistance, venture capital formation and rural development.

(954) 762-5235

www.fau.edu/sbdc/

Useful Numbers For New Businesses

AGENCY	PHONE #	WEBSITE
PBC BBIC - Black Business Investment Corp/Pathway Capital Funding Services include, but are not limited to, financial assistance, tools, support and advocacy for businesses from underserved communities.	(561) 845-8055	www.pathwaycf.org
PBC Planning Provides zoning and building roadside vendor permits, certificates of competency for specialty trades, contractor certification, etc.	(561) 233-5000	www.pbcgov.com/pzb
PBC Department of Economic Sustainability Bonds, grants, loans, taxes, program coordination, etc.	(561) 233-3600	www.pbcgov.com/hed/pages/default.aspx
PBC Tax Collector Business Tax Receipts (previously named Occupational License), etc.	(561) 355-2264	www.pbctax.com
SCORE Palm Beach County Small business advice, business mentoring, resource tools, templates, etc.	(561) 981-5180	www.score.org
State of Florida Divisions of Corporations State of Florida business filings. (i.e. LLC, Inc., Fictitious Names)	(850) 245-6000	www.sunbiz.org
TED Center Technical support, information technology, real estate development, training, business networking and access to funding.	(561) 243-2038	www.tedcenter.org
Department of Revenue General tax administration and property tax oversight.	(850) 717-6570	www.floridarevenue.com

Creating A Business Plan

Starting a business can be a complex and multifaceted process, but it all starts with a solid business plan. The business plan itself will not only be used to help you secure funding and share your vision with key stakeholders, but it will also help you identify processes and strategies that will be crucial to your success.

A smart business plan outlines the roadmap that you'll diligently follow (and undoubtedly evolve) for the first few years of your venture. From finance to marketing, it will be the single piece to which you continuously refer.

No matter what the business or its degree of complexity, the businessperson needs a comprehensive plan to translate his or her idea into a working operation. A business plan should be prepared to thoroughly plan a new business, present to a lending institution for financing, promote an existing business in seeking additional investors for expansion, and assist management in determining areas of strength and weakness in making long range business plans.

Here are steps you can follow to create an engaging and effective business plan:

1. Create an executive summary that defines your products and services, target audience, company goals, legal format and more.
2. Define your products and services in detail, including technical specifications, pricing and more.
3. Build a marketing plan that includes market research, competitors, target customers, and strategy.
4. Outline an operational plan that details production, legalities, personnel/employees, etc.
5. List your management team and their roles and responsibilities.
6. Put together a personal financial statement for each owner/stakeholder in order to determine the personal funding for financing.
7. Determine startup expenses that will affect your business and its operations.
8. Develop a financial plan, including 12-month profit and loss projections, cash flow projections, projected balance sheet and break-even calculations.



Business Plan Template

Executive Summary

This section should include an overview of the company, products, and services. It should answer questions such as:

- What will be your primary product or service?
- Who is your target audience?
- Who are the owners?
- What are the finer details of the industry? What is the market size?

The executive summary should be concise, precise, and complete. If you are using the business plan to apply for a loan, include how the money will be used.

What does your company do? What industry are you joining? These are the types of questions to answer in the company description section of your business plan. Start the company description with a mission statement. Using no more than 50 words, define the company's goals and culture. You don't have to include a mission statement, but if you do, this is the place for it.

Company Goals

Goals, both short and long term, should be included here. This shows others what you are hoping to accomplish over a particular period of time. For example, you may have a short term goal of obtaining 20 percent market share.

Business Philosophy

What is most important to your business? What is your philosophy for achieving success? You need to clarify your philosophy, as it gives others a clear idea of the direction you are taking the company.

Industry Description

What is the history of the industry? Is it growing? Who are the primary competitors? How will you position the company to overcome the competition? It is imperative to show your knowledge of the industry you are joining.

Company Strengths

This section is a place to discuss what sets your company apart from others. Answer questions such as: What are the strengths of the owners? What background experience and knowledge do you bring to the company? How will the strengths fit in with the market?

Sole proprietor

Partnership

Corporation

Limited Liability Corporation (LLC)

Also, make note of why you selected a particular legal form of ownership.



Products & Services

Use this section to describe, in depth, the products and/or services the company will offer. This can include a variety of additional information, such as:

- Technical specifications Illustrations
- Photos
- Marketing and sales material Market research

Include information on why the products and/or services are better than what is already on the market. This can include factors such as quality, price, and unique features.

Other information for this section include:

- Pricing structure
- Fees
- Competitive advantages and disadvantages
- Product comparison



Marketing Plan

Due to the depth of this section, most companies create a separate business plan and marketing plan. However, it is still important to include an abridged version of the marketing plan in your business plan. It doesn't matter what your product or service brings to a particular market, you cannot succeed unless others know about it. This all begins with a detailed marketing plan backed up by in-depth research.

Below are five factors to include in your marketing plan:

Market Research

With primary research, you gather and present your own data. With secondary research, you rely on published information, such as from industry journals, trade magazines, census data, and online studies.

Primary research

Secondary research

Economics

Focus on these points:

Market size

Current demand within target market

Primary competitors, including market share

Growth potential

Barriers to entry

Customers

Identify your target customer, including their location, characteristics, and buying habits.

For each group, you must create a demographic profile that includes:

- Age
- Gender
- Location
- Income
- Occupation
- Education

Competition

Answer these two primary questions:

- What products and/or services will provide competition?
- Which companies will provide competition?

When answering these questions, be as specific as possible.

- List product and service types
- List major competitors, including names and addresses.
- Overall, discuss how/why your products and services compare with the competitors detailed above

Strategy

Discuss how you will market your products and services.

This section can include:

- Promotions
- Advertising
- Budget
- Marketing methods at different stages of the company: startup, growth, etc.

Operational Plan

This is an opportunity to detail the day-to-day operation of the business including employees, processes, location, equipment, and other related details.

Your operational plan should focus on these details:

Production:

How and where products and/or services are produced.

Location:

The type of building, amount of space required, and if all employees will work on site.

Legalities:

Permits, zoning, licensing, industry regulations, insurance coverage, trademarks, patents, and copyrights.

Personnel:

Number of employees, type of employees, existing staff, pay structure, employee responsibilities, and the use of contractors/freelancers.

Inventory:

Type of inventory, cost of inventory, rate of turnover, and lead time for ordering.

Suppliers:

List of key suppliers including type, responsibilities, pricing, and history.

Management Team

This section should address all details associated with the management team, such as:

The responsibilities of each member of the management team

The experience and knowledge of each person

The plan if one or more members of the management team leaves the company. If the company has multiple members of the management team, create an organizational chart explaining the responsibility of each person.

You can also list supporting individuals which can include:

- Board of directors
- Advisory board Accountant
- Legal team
- Insurance agent
- Banker
- Mentors Consultants



Personal Financial Statement

Each owner and stockholder should supply personal financial statements showing a list of assets and liabilities outside of the business. This should also include his or her net worth. Since owners often use personal assets to finance a business, this shows how much money each person can provide.

Start-up Expenses

Even before you open your doors for business, you will face a variety of expenses. It is essential to estimate these expenses including the source of funding.

Due to the tendency to overspend, every business should add a line for contingencies. If you spend the money, you have already accounted for it. If you don't, you will be left with an excess of cash.

Note: your contingency amount should be 10 to 20 percent of your total startup expenses.

Financial Plan

The financial plan should include the following:

- 12-month profit and loss projection
- Five-year profit and loss projection Cash flow projection
- Projected balance sheet
- Break even calculation

While there is no guarantee that things will go as planned, this will help estimate the financial future of your company.



Business Tax Application

Return application by email at business@wpb.org or by fax 561-805-5676 or in person at 401 Clematis Street, West Palm Beach, FL. 33401. If fax or email please allow 7-10 business days for processing. You will be contacted via email with steps and payment options.

Go to <https://www.wpb.org/government/development-services/forms> to download the application.

Front of application



Development Services Department
401 Clematis Street West Palm Beach Florida 33401
Phone: 561-805-6700 Email: businessstax@wpb.org

FOR OFFICE USE ONLY
BUSINESS # _____

BUSINESS TAX APPLICATION/CERTIFICATE OF USE

WARNING: THIS APPLICATION IS NOT A BUSINESS TAX RECEIPT OR CERTIFICATE OF USE

***REQUIRED FIELDS**

*PCN #: _____
17 digit Parcel Control Number can be found on Palm Beach County Property Appraiser (PAPA) website at: <http://www.pbcgov.com/papa/>

*BUSINESS NAME/DBA: _____

MANAGER/APPLICANT'S NAME _____ (If corporation must include all officers)

* FEDERAL ID # or SOCIAL SECURITY #: _____ As required per FS 205.0535(5)

* OWNER _____ TITLE _____

*BUSINESS ADDRESS: _____ SUITE # _____ CITY: _____ ST: _____ ZIP: _____

*BUSINESS PHONE: () _____ * E-MAIL ADDRESS _____

* MAILING ADDRESS: _____ SUITE # _____ CITY: _____ ST: _____ ZIP: _____

*DESCRIBE NATURE OF BUSINESS: _____

PLEASE INCLUDE ANY APPLICABLE INFORMATION BELOW

STATE LICENSE OR FLORIDA BAR CARD # _____

SQ. FT. _____ INVENTORY AMOUNT \$ _____ # OF PERSONS _____ # OF SEATS _____

OF MACHINES _____ # OF VEHICLES _____ # OF AMUSEMENT DEVICES/POOL TABLES _____

IS BUSINESS A HOME OCCUPATION? ____ YES OR ____ NO IF YES, PLEASE SEE HOME OCCUPATION AFFIDAVIT

IS BUSINESS SHARED/VITRUAL SPACE? ____ YES OR ____ NO IF YES, WHAT IS ORIGINAL NAME: _____

IS BUSINESS A NAME CHANGE? ____ YES OR ____ NO IF YES, WHAT IS ORIGINAL NAME: _____

IS BUSINESS A LOCATION CHANGE? ____ YES OR ____ NO IF YES, PREVIOUS LOCATION: _____

IS BUSINESS A OWNER CHANGE? ____ YES OR ____ NO IF YES, WHAT IS ORIGINAL OWNER: _____

****IMPORTANT INFORMATION****

ALL BUSINESS TAX RECEIPT APPLICATIONS MUST BE SUBMITTED TO DEVELOPMENT SERVICES. **ZONING APPROVAL** WILL BE DONE INTERNALLY TO VERIFY THAT THE PROPERTY LOCATION IS ZONED FOR THE PROPOSED BUSINESS ACTIVITY. ALL INSPECTIONS MUST PASS AND PAYMENT MADE PRIOR TO ISSUE.

ANY AND ALL CHANGES TO THE INFORMATION AS PROVIDED IN THIS BUSINESS TAX APPLICATION SHALL BE SUBMITTED IMMEDIATELY TO THE DEVELOPMENT SERVICES DEPARTMENT IN WRITING BY EMAIL AT Businessstax@wpb.org

I certify that all the above information is true and correct, and I understand that any false statements constitute a violation of Florida State Statutes § 832.02 and will result in the revocation or denial of Certificate of Use and prosecution in accordance with the law. I hereby agree to operate the above-described business in accordance with all the laws of the State of Florida and the laws and ordinances of the City of West Palm Beach. Furthermore, I understand that the issuance of this business tax receipt is conditioned upon the compliance with all ordinances and the results of any investigations of the above described business.

APPLICANT'S SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

RETURN APPLICATION BY EMAIL AT businessstax@wpb.org OR BY FAX AT 561-805-5676 OR IN PERSON AT 401 CLEMATIS STREET WEST PALM BEACH FLORIDA 33401
IF FAX OR EMAIL PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING. YOU WILL BE CONTACTED VIA EMAIL WITH NEXT STEPS AND PAYMENT OPTIONS

Revised: 8.7.19

Back of application

ASSIS
SIC #

FOR OFFICE USE ONLY

INFORMATIONAL PURPOSES ONLY	
PCN NUMBER - OBTAIN ONLINE AT THE PROPERTY APPRAISER'S WEB SITE WWW.PBCGOV.COM/PAPA OR CALL 561-355-2890	
FIRST STEP APPROVAL OF THE CITY ZONING DEPARTMENT (LOCATED ON THE 1ST FLOOR CITY HALL)	
INSPECTION FOR SIGN OFF OF APPLICATION BY THE DEVELOPMENT SERVICES DEPT. (IF APPLICABLE)	
CHANGE OF OCCUPANCY OR ANY ALTERATIONS TO THE BUILDING INTERIOR, EXTERIOR OR SIGNAGE MAY REQUIRE A PERMIT	
INSPECTION FOR SIGN OFF OF APPLICATION BY THE FIRE DEPARTMENT (IF APPLICABLE)	
INSPECTION FOR SIGN OFF OF APPLICATION BY THE CODE ENFORCEMENT DEPT. (IF APPLICABLE)	
APPROVAL OF THE CITY OF WPB POLICE DEPT. (IF APPLICABLE)	
COPY OF ARTICLE OF INC. OR FICTITIOUS NAME REGISTERED IN THE STATE OF FLORIDA (IF APPLICABLE) WWW.SUNRISE.ORG	
COPY OF BUSINESS TAX RECEIPT FOR BUSINESS LOCATED OUTSIDE CITY LIMITS	
COPY OF STATE LICENSE, FLORIDA BAR CARD	
COPY OF STATE LICENSE FOR ALCOHOL AND/OR FOOD	
COPY OF DIVISION OF HIGHWAY & MOTOR VEHICLES (STATE LICENSE) (IF APPLICABLE)	
COPY OF BILL OF SALE IF CHANGE OF OWNER	
COPY OF BR1(C)3 UNDER BUSINESS NAMES	
PLEASE READ, SIGN AND NOTARIZE HOME OCCUPATION AFFIDAVIT	
ORIGINAL PALM BEACH COUNTY APPLICATION	

YOU MAY INCUR ADDITIONAL FEES: DEPENDS ON TYPE OF BUSINESS AND CIRCUMSTANCE

PENALTIES:	10% _____ 15% _____
	20% _____ 25% _____
CHANGE OF NAME:	\$25.00
CHANGE OF OWNER:	\$25.00
CHANGE OF LOCATION:	\$25.00
ZONING FEE FOR COU:	\$10.00
CODE ENFORCEMENT FEE:	\$25.00
CERTIFICATE OF USE FEE:	\$50.00
FIRE INSPECTION FEE:	BASED ON SQ FOOTAGE

RETURN APPLICATION BY EMAIL AT businessstax@wpb.org OR BY FAX AT 561-805-5676 OR IN PERSON AT 401 CLEMATIS STREET WEST PALM BEACH FLORIDA 33401
IF FAX OR EMAIL PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING. YOU WILL BE CONTACTED VIA EMAIL WITH NEXT STEPS AND PAYMENT OPTIONS.

Revised: 8.7.19

Small & Minority Business Program Certification

FAQs

Should I apply?

You may be able to participate in the SBE or M/WBE programs if:

- The firm is a for-profit business that performs or seeks to perform work in the construction services, professional services, and/or other contractual services.
- The firm meets the SBE and/or M/WBE certification criteria.
- The firm is at least 51% owned by a socially and economically disadvantaged individual(s) who also controls it.

How do I apply?

First time applicants for City of West Palm Beach SBE or M/WBE certification must complete and submit the City of West Palm Beach Application For Certification and submit required materials to the City. The document checklist on page 2 of the application can help you locate the items needed to submit with the application. SBE and M/WBE recertification may be obtained by completing the recertification application and submitting the required documents listed on the application.

Where do I send my application?

Applications should be sent to the address on the application: Attention Laquoya Green, Small Business Compliance Specialist, City of West Palm Beach, P.O. Box 3366, West Palm Beach, FL 33402. The business may also drop off the application at City Hall, 401 Clematis Street, West Palm Beach, FL 33401.

Who will contact me about my application?

The City of West Palm Beach will e-mail the certificate and letter of SBE and/or M/WBE certification to the contact listed on the application. The City is responsible for certifying firms and maintaining a database of certified SBE and M/WBE businesses. The City has thirty (30) days to process an application.

Where can I find more information?

Information about certification can be found on the website at <https://www.wpb.org/our-city/mayor-s-office/office-equal-opportunity/>

Or you may contact Laquoya Green at (561) 822-1286 or Sandra Hammerstein at (561) 822-2104.

Instructions:

Please complete each item. Do not leave any spaces blank. If a question is not applicable to your business, please insert "N/A" in the space provided for your answer. Whenever space is insufficient to answer a question completely, attach additional sheets as necessary; use numbers to identify any answer continued on an additional sheet. An incomplete application will delay the process.

Note:

If you are certified by Palm Beach County Office of Equal Business Opportunity (OEBO) or Palm Beach County School Board as a Small Business Enterprise (SBE) or Minority/Women Business Enterprise (M/WBE), please complete page 1, and attach a copy of your certificate, contact the certifying agency and ask for the interlocal agreement coversheet.

Quick References To City Ordinances

ARTICLE IX: Small Business Enterprise (SBE) Program

https://library.municode.com/fl/west_palm_beach/codes/code_of_ordinances?nodeId=PTIICOR_CH66PR_ARTIXSMBUPR

ARTICLE XI: Minority/Woman Business Enterprise (M/WBE) Program

https://library.municode.com/fl/west_palm_beach/codes/code_of_ordinances?nodeId=PTIICOR_CH66PR_ARTXIMIWOBUEN

Sec. 66-75: Service-Disabled Veteran Preference

https://library.municode.com/fl/west_palm_beach/codes/code_of_ordinances?nodeId=PTIICOR_CH66PR_ARTIVPRME_S66-75SESAVEPR

Sec. 66-76: Local Workforce

https://library.municode.com/fl/west_palm_beach/codes/code_of_ordinances?nodeId=PTIICOR_CH66PR_ARTIVPRME_S66-76LOWO

Sec. 66-252: Living Wage

https://library.municode.com/fl/west_palm_beach/codes/code_of_ordinances?nodeId=PTIICOR_CH66PR_ARTXLIWAPR_S66-252LIWA

Chapter 66: Procurement

https://library.municode.com/fl/west_palm_beach/codes/code_of_ordinances?nodeId=PTIICOR_CH66PR



ONLINE Application for SMALL & MINORITY Business PROGRAM Certification (COMING SOON)

In the coming months, the City of West Palm Beach will be launching a portal for online applications, including vendor registration, certification for SBE and M/WBE, and contracting opportunities.



[eNotify](#) [Transparency](#) [Jobs](#) [Contact Us](#)

Search...

OUR CITY

GOVERNMENT

BUSINESS

THINGS TO DO

I WANT TO...

CITY ADMINISTRATION

- + CITY CLERK
- + CITY COMMISSION
- + COMMUNICATIONS
- + COMMUNITY EVENTS
- + COMMUNITY REDEVELOPMENT AGENCY
- + ENGINEERING
- ETHICS
- + FINANCE
- + DEVELOPMENT SERVICES
- + FIRE DEPARTMENT
- + HOUSING & COMMUNITY DEVELOPMENT
- + HUMAN RESOURCES
- + INTERNAL AUDITOR'S OFFICE
- + MANDEL PUBLIC LIBRARY OF WEST PALM BEACH
- OFFICE OF MAYOR KEITH A. JAMES
 - About Mayor James
- + Hurricane Readiness Guide
 - Why West Palm Beach?
 - City Center Podcasts
 - RAISE Federal Grant
 - Mayor's Jumpstart Academy
 - Hispanic Liaison
 - LGBTQ+ Liaison
 - Neighborhoods First
 - Community Service
 - Community Conversations
 - WPB Key
 - Office of Communications

Government » Office of Mayor Keith A. James »

Office of Small and Minority/Women Business Programs

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The Office of Small and Minority/Women Business Programs oversees programs designed to ensure fair business practices in West Palm Beach. We are proud to have started the unique First Steps Grant Program, which presented awards to 43 West Palm Beach businesses.

We welcome participation from all business enterprises – large and small – new and established – traditional and innovative. More importantly, the City of West Palm Beach is dedicated to making sure our business partners reflect the diversity and talents of our residential population. Learn about the City of West Palm Beach's upcoming solicitations by visiting the city's [Procurement Department pages](#). And, be sure to check out our latest [newsletter here](#).

ARE YOU READY TO DO BUSINESS?

Get certified or recertified



Apply for a Business Tax Receipt



Receive a free Guide to Doing Business with the City



Has your business been affected by the pandemic?



CERTIFYING AGENCIES

Below is a list of agencies that offer SBE and M/WBE certification for your business.

City of West Palm Beach

SBE and M/WBE Certification

401 Clematis Street, 2nd Floor, West Palm Beach, Florida 33401

Phone: 561-822-1286

www.wpb.org/government/office-of-mayor-keith-a-james/office-of-small-and-minority-women-business-programs

School District of Palm Beach County

MWBE Certification

3300 Summit Boulevard, West Palm Beach, FL 33406

Phone: 561-434-8508

www.palmbeachschools.org/departments/diversity_in_business_practices

Palm Beach County

SBE Certification

50 S. Military Trail, Suite 202, West Palm Beach, FL 33415

Phone: 561-616-6840

www.pbcgov.org/oebo

South Florida Water Management District

Small / Minority Business Development Initiative

3301 Gun Club Road, West Palm Beach, Florida 33406

Phone: 561-682-6446

www.sfwmd.gov/doing-business-with-us/procurement

Broward County

DBE Certification

115 S. Andrews Avenue, Room A680, Fort Lauderdale, FL 33301

Phone: 954-357-6400

www.broward.org/econdev

State of Florida M/WBE Certification

Office of Supplier Diversity

Florida Dept. of Management Services

4050 Esplanade Way, Suite 380, Tallahassee, FL 32399-0950

Phone: 850-487-0915

www.dms.myflorida.com/osd

MWBE Certification and Recertification by City

Sec. 66-258. – MWBE Certification and Recertification by City

(a) Certification Criteria:

A business that desires to be certified by the city as an MWBE shall meet each of the following criteria:

- Has a physical business address located within the geographical county limits (not a mailing address) and has continuously maintained such physical address for at least six months prior to the time of application for certification.
- That is at least 51 percent owned by a minority or minorities, or a woman or women, or, in the case of a publicly owned business, at least 51 percent of the voting stock of which is owned by minorities or women; and such ownership shall not have been via transfer from a non-minority owner within the past two years;
- For which the minority ownership exercises actual day-to-day management and control of the business;
- That is currently doing business;
- That is legally organized and registered with the Florida Division of Corporations;
- That is registered with the state procurement system under MyFloridaMarketPlace;
- That has all licenses required by local, state and federal law necessary to conduct its business. If a license is required, it must be held by the minority/woman owner;
- Has a current business tax receipt issued by Palm Beach County or a municipality therein;
- That is for profit;
- That is an independent business, not an affiliate or conduit;
- Provides a commercially useful function and is an actual provider of work or services and is not a broker of services or conduit or pass-through; and
- Has identified the commodity that they supply and those commodities must be listed in the certification document.

(b) Required Documentation:

A business that desires to be certified by the city as a minority/women business enterprise must submit the city's application form and provide documentation as required by the application process evidencing that it meets each of the criteria. Applicants requesting certification shall be responsible for providing certified translations of all documents not in English.

(c) Certification:

MWBE firms must be certified prior to submittal of a bid/proposal as an MWBE. Applicants granted certification will be notified by mail. The certification document shall indicate the commodity or commodities for which the MWBE is certified. Certified MWBEs shall be included on the city's MWBE listing.

(d) Small Business:

A firm may be certified as both an MWBE and a small business, provided it meets the requirements of each certification.

(e) Denial of Certification:

Applicants denied certification shall be notified by certified mail and informed of their right to appeal the denial pursuant to the appeal provisions of this article. An applicant denied certification may not reapply for certification for 120 days from the date of the denial letter.

SBE Certification and Recertification By City

Sec. 66-225. – SBE Certification and Recertification by City

(a) Certification Criteria:

A business that desires to be certified by the city as a small business shall meet each of the following criteria:

1. Domiciled in Palm Beach County; and
2. Is an independently owned and controlled business concern organized to engage in commercial transactions and whose gross revenues, including all offices or locations, averaged over the previous three years (if in business less than three years, averaged during the duration of the business), does not exceed the following:
 - a. For construction — \$9,000,000.00.
 - b. For goods and services — \$5,000,000.00.
 - c. For professional services (CCNA) — \$5,000,000.00.
3. Has a current business tax receipt issued by Palm Beach County or a municipality therein;
4. Has a physical business address located within the geographical city limits (not a post office box or mailing address);
5. Has continuously maintained such physical address for at least six months prior to the time of application for certification;
6. Demonstrates that it has sufficient staffing and resources to perform the work or services (commodity type) for which it seeks to be certified;
7. Provides a commercially useful function and is an actual provider of work or services and is not a broker of services; and
8. Has identified the commodity that they supply and those commodities must be listed in the certification document.

(b) Required Documentation:

A business that desires to be certified by the city as a small business must submit the city's application form and provide documentation as required by the application process evidencing that it meets each of the criteria. Applicants requesting certification shall be responsible for providing certified translations of all documents not in English.

(c) Certification:

Applicants granted certification will be notified by mail. The certification document shall indicate the commodity or commodities for which the small business is certified. Certified small businesses shall be including on the city's small business listing.

(d) Denial of Certification:

Applicants denied certification shall be notified by certified mail and informed of their right to appeal the denial pursuant to the appeal provisions of this article. An applicant denied certification may not reapply for certification for 120 days from the date of the denial letter.

(e) Recertifications:

Certified small businesses are required to submit an affidavit of their continued eligibility as a small business every three years. The city may conduct site visits or review documents to ensure continued compliance as a small business. If there has been a change in ownership interest and/or control since the certification or last recertification, the small business shall make such disclosure and provide all requested information. Supporting documentation may be required for continued certification. A company that fails to submit an affidavit of continued eligibility or fails to submit documentation requested by the procurement division will no longer be deemed certified for purposes of participation as a small business. The criteria for recertification shall be the same as for certification. Appeals shall be in accordance with the appeal provisions of this article.

City of West Palm Beach - NIGP Code Listing

Description	Category
ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIE	010.00
Activated Carbon and Filter Elements	885.08
AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIE	020.00
AIR COMPRESSORS AND ACCESSORIES	025.00
Air Compressors and Accessories Rental or Lease	981.11
AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPM	031.00
Airboats and Inflatable Boats	120.08
AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND SUPPLI	035.00
AIRCRAFT OPERATIONS SERVICES	905.00
Ambulances and Rescue Vehicles	070.03
Ammunition	680.04
AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.	037.00
Animal Trapping Services	962.10
Anti-theft and Security Devices, Automotive	055.05
APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	045.00
Appraisal Services, Real Estate	946.15
Architect Services, Professional	906.07
ARCHITECTURAL PROFESSIONAL DESIGN SERVICES	906.00
ART EQUIPMENT AND SUPPLIES	050.00
ART OBJECTS	052.00
Artists	961.04
Auctioneering Services	962.09
Audio Tape Duplicating (Including Cassettes)	915.08
Audio/Video Production Services Complete	915.09
Auditing	946.20
Automobile and Other Passenger Vehicles Maint. and Repair Not Otherwise Classified	928.15
Automobiles and Station Wagons	070.06
AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRU	055.00
AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS	065.00
AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMEN	060.00
AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES	075.00
AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQU	070.00
Backhoe	760.03
Backhoe/Loader Combination	760.04
BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ET	080.00
BAGS, BAGGING, TIES, AND EROSION CONTROL EQUIPMENT	085.00
Banking Services	946.25
Bar and Trash Screen Equipment and Parts	890.04
Bar Code Decals	255.05
BARRELS, DRUMS, KEGS, AND CONTAINERS	100.00
Belts, Safety; and Child Restraint Systems	055.08
Blades: Dozer, Grader, Scraper, Snow Plow, etc.	760.06
Blood Pressure and Blood Flow Detection Equipment:	465.11
BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES	120.00
Body Work (Including Undercoating)	928.19
BOOKBINDING SUPPLIES	125.00
BOOKBINDING, REBINDING, AND REPAIRING	908.00
Bookmobiles Complete	070.08
Boring, Drilling, Testing, and Soundings	912.16
Breathing Equipment for Firemen	340.07
BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIA	135.00
BRUSHES (NOT OTHERWISE CLASSIFIED)	145.00
Buckets (For Ditchers, Draglines, Loaders, etc.)	760.10
BUILDER'S SUPPLIES	150.00
BUILDING CONSTRUCTION SERVICES, NEW	909.00
BUILDING MAINTENANCE AND REPAIR SERVICES	910.00

Description	Category
BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRIC	155.00
Burglar Alarms	680.32
Business Consulting, Large	918.21
C.P.R. Equipment and Supplies (See 345-68 For Mode	345.10
CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL	165.00
Cameras, Video For Use in Police Vehicles	055.12
Carpentry	914.27
CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES	175.00
Chemical Laboratory Services	962.22
CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)	190.00
Chemicals, Fire Retardant (Used to Make Various Ma	340.10
Chlorine, Liquefied	885.38
Civil	925.17
CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND S	192.00
CLOTHING, APPAREL, UNIFORMS, AND ACCESSORIES	200.00
COMMUNICATIONS AND MEDIA RELATED SERVICES	915.00
Communications: Public Relations Consulting	918.26
Community Development Consulting	918.27
COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTE	204.00
Computer Network Consulting	918.30
Computer Software Consulting	918.29
COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMME	208.00
Concessions, Catering, Vending: Mobile and Station	961.15
Concrete	914.30
CONCRETE AND METAL CULVERTS, PILINGS, SEPTIC TANKS	210.00
Construction Management Services	958.26
CONSTRUCTION SERVICES, GENERAL	912.00
CONSTRUCTION SERVICES, HEAVY	913.00
CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)	914.00
Construction, Golf Course	912.25
Construction, Irrigation System	912.27
Construction, Statues and Monuments	912.31
Construction, Street Lighting	912.32
Construction, Swimming Pool	912.33
Construction, Tennis/Sports Court	912.35
Construction, Utility/Underground Projects	913.56
CONSULTING SERVICES	918.00
Control Systems Engineering	925.22
CONTROLLING, INDICATING, MEASURING, MONITORING, AN	220.00
COOLERS, DRINKING WATER (WATER FOUNTAINS)	225.00
Courier/Delivery Services	962.24
CRAFTS, GENERAL	232.00
Crane Rental or Lease	975.26
CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENS	240.00
DATA PROCESSING CARDS AND PAPER	250.00
DATA PROCESSING SERVICES AND SOFTWARE	920.00
DECALS AND STAMPS	255.00
DEFENSE SYSTEM & HOMELAND SECURITY EQUIP, WEAPONS, ACCESSORIES	257.00
Demolition Services	912.40
Designing	925.25
Disaster Preparedness/Emergency Planning Services	990.29
Disaster Relief Services	990.30
Diving Services	962.26
Drainage	925.28
Dredging	968.34
EDUCATIONAL SERVICES	924.00

City of West Palm Beach NIGP Code Listing - Sorted by Description

Description	Category
Electrical	914.38
Electrical	925.31
ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)	280.00
ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AN	285.00
Elevator Installation, Maintenance and Repair	910.13
Emergency Radio/Telephone Systems (911 Dispatch, e	725.18
Emergency Showers and Wash Stations	345.18
Employee Assistance Programs (Including Unemployme	952.38
ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWIN	305.00
ENGINEERING SERVICES, PROFESSIONAL	925.00
ENVELOPES, PLAIN OR PRINTED	310.00
Environmental	925.35
ENVIRONMENTAL AND ECOLOGICAL SERVICES	926.00
Environmental Consulting	918.43
EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR S	928.00
EQUIPMENT MAINTENANCE, RECONDITIONING, REPAIR, AND	941.00
Erosion Control Services	988.14
Event Planning Services	962.34
Excavation Services	912.44
Extraction Equipment for the Removal of Exhaust Ga	345.21
FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT A	320.00
Fence Installation and Repair	988.15
FENCING	330.00
Ferrous Sulfate and Ferrous Chloride	885.60
FERTILIZERS AND SOIL CONDITIONERS	335.00
Finance/Economics Consulting	918.49
Financial Advisor	946.48
FINANCIAL SERVICES	946.00
Fire Alarm Systems, Power Sirens, and Controls	340.16
Fire and/or Water Damage Restoration Services	910.24
Fire Detecting Equipment	340.20
Fire Extinguishers, Rechargers, and Parts	340.28
Fire Fighting Equipment Maintenance and Repair	936.32
Fire Hose Carts, Dryers, Racks, Reels and Rollers,	340.32
Fire Protection and Crash Rescue Bodies	065.34
Fire Protection Clothing Turnout Coats, Bunker Pants, Hoods, Gloves, etc.	340.34
FIRE PROTECTION EQUIPMENT AND SUPPLIES	340.00
Fire Suppression Foam and other Suppression Compou	340.41
Fireman Training and Instructional Aids and Materials	340.45
Fireworks Display and Carnival Services	962.36
FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEP	345.00
First Aid and Safety Teaching Equipment and Suppli	345.40
Fishing, Hunting, Trapping & Related Services	945.00
FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES	350.00
FLOOR COVERING, FLOOR COVERING INSTALLATION AND RE	360.00
FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES	365.00
Flooring	914.44
Fluoride and Other Drinking Water Additives	885.66
FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS I	393.00
Forestry Services	961.42
FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SN	395.00
Fountains, Statues and Other Decorative Lawn and G	595.30
Framing Services, Picture	962.35
Fuel Management Services	961.41
FUEL, OIL, GREASE AND LUBRICANTS	405.00
Furniture Installation and Reconfiguration Services Including Systems Furniture	931.45

Description	Category
FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD	420.00
FURNITURE: LABORATORY	415.00
FURNITURE: OFFICE	425.00
Gas Detection/Monitoring Equipment (Firemen)	340.54
GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL,	430.00
Gaskets and Gasket Material	060.54
Generator Rental or Lease	981.43
Generators, Stationary Type (Not Automotive)	285.39
Geographic Information Systems (GIS)	206.54
Geological Consulting and Study	918.55
Geotechnical - Soils	925.46
GERMICIDES, CLEANERS, AND RELATED SANITATION PRODU	435.00
Glass and Glazing	914.47
GLASS AND GLAZING SUPPLIES	440.00
Golf Cart Rental or Lease	975.38
Golf Course Management and Operation	988.31
Governmental Consulting	918.58
Grading (Of Parking Lots, etc. - Not Road Building	988.32
Graphic Arts Services (Not Printing)	915.48
Graphic Design Services for Printing	965.46
Grounds Maintenance: Mowing, Edging, Plant (Not Tr	988.36
Guns, Pistols, Rifles, and Shotguns	680.52
Guns, Stun (Nonlethal)	680.50
Harbors; Jetties; Piers; Ship Terminal Facilities - Engineering	925.48
HARDWARE AND RELATED ITEMS	450.00
Hauling Services	962.39
Hazardous Material Containment/Storage (Petroleum)	100.31
Hazardous Material Services (Incl. Disposal)	962.40
Headlights, Accessories and Parts (Including Lamps	055.37
HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CL	948.00
Heating, Ventilating and Air Conditioning (HVAC)	914.50
HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMME	460.00
Human Resources Consulting	918.66
HUMAN SERVICES	952.00
Industrial Equipment (Not Construction and Repair,	936.48
Inspecting, Structural	925.56
Inspection and Certification Services	961.45
Inspection Services, Construction Type	968.47
Installation of Security Equipment	990.50
Insulation	914.53
Insulation and Asbestos Installation, Maint., Repa	910.38
Insurance and Risk Management	962.47
Insurance Consulting	918.69
INSURANCE, ALL TYPES	953.00
Interpreter Services Foreign Language, Hearing Impaired, etc.	961.46
Investigative Services	990.52
Janitorial/Custodial Services	910.39
LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLO	495.00
Laboratory and Field Testing Services (Not Otherwi	961.48
LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY	493.00
Landscape Architecture	906.56
Landscaping (Including Design, Fertilizing, Planti	988.52
Landscaping Consulting	918.73
LAUNDRY AND DRY CLEANING SERVICES	954.00
LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS	515.00
Lead and Asbestos Inspection Services	926.58

Description	Category
LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORI	520.00
Legal Consulting	918.74
LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPP	525.00
LIBRARY SERVICES (SEE CLASS 908 FOR BOOKBINDING, R	956.00
Lifting and Loading Equipment and Accessories Not Otherwise Classified	560.49
Lights and Lens: Back-up, Stop, Tail, and Parking	055.46
Lightweight Aggregate, All Types	750.56
Lobby Services	961.51
Locksmith Services	910.48
LUMBER AND RELATED PRODUCTS	540.00
MACHINERY AND HARDWARE, INDUSTRIAL	545.00
Magnetometer Security Screening Equipment	035.69
Maintenance and Repair, Golf Course	912.50
Maintenance and Repair, Street (Major and Resident	913.84
Maintenance and Repair, Street Lighting	912.60
Maintenance and Repair, Swimming Pool (Incl. Water	912.63
Maintenance and Repair, Tennis/Sport Court	912.65
Management Consulting	918.75
Management Services	958.00
Management, Construction	912.68
MARINE CONSTRUCTION SERVICES; MARINE EQUIPMENT MAI	959.00
MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES	550.00
Marketing Consulting	918.76
MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED	560.00
Mats, Floor (See 760-56 for Heavy Equipment Type)	055.61
Mechanical	925.67
Membership Dues	963.48
METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCT	570.00
Meters, Water	890.44
MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, A	575.00
Microfiche/Microfilming Services	915.68
Minority and Small Business Consulting	918.79
MISCELLANEOUS PROFESSIONAL SERVICES	961.00
MISCELLANEOUS SERVICES	962.00
Monitors, Computerized (Brakes, Lights, RPM, Tempe	055.68
Motorcycles, Accessories, and Parts	070.12
Moving Services	962.56
Networking Services	920.37
Newspaper and Publication Advertising	915.71
Night Vision Systems	680.65
Novelties and Advertising Specialty Products	037.52
NURSERY STOCK, EQUIPMENT, AND SUPPLIES	595.00
OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES	600.00
OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARA	605.00
OFFICE SUPPLIES, GENERAL	615.00
Off-Road Vehicles (Tracked or Wheeled)	070.22
PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AN	630.00
Painting	914.61
Painting and Sandblasting Maint. and Repair Servic	910.54
PAINTING EQUIPMENT AND ACCESSORIES	635.00
PAPER (FOR OFFICE AND PRINT SHOP USE)	645.00
PAPER AND PLASTIC PRODUCTS, DISPOSABLE	640.00
PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING P	650.00
Parking Management Services	958.72
Parking Meters and Area Control Equipment	550.38
Parks Systems Administrative Services	988.64

Description	Category
Party, Holiday, and Event Decorating Services	962.60
Paver Block Installation	912.73
Paving/Resurfacing, Highway and Road	913.95
PERSONNEL, TEMPORARY (EMPLOYMENT AGENCY SERVICES)	964.00
Pest Control (Including Termite Inspection)	910.59
Petroleum and Fuel (Storage and Distribution)	906.62
PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING	655.00
Photographs, Aerial	035.77
Photography (Not Including Aerial Photography)	915.72
PIPE AND TUBING	658.00
PIPE AND TUBING FITTINGS	659.00
Planning, Urban (Community, Regional, Areawide, an	906.64
Plumbing	914.68
PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES	670.00
Plumbing Maint. and Repair (Incl. Toilets, etc.)	910.60
POISONS: AGRICULTURAL AND INDUSTRIAL	675.00
POLICE EQUIPMENT AND SUPPLIES	680.00
Police Protection Equipment (Body Armor and Riot S	680.08
Postage Meter Supplies	600.80
POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPL	690.00
PRINTING AND RELATED SERVICES	966.00
PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPE	700.00
PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AN	965.00
Programming Services, Computer	920.40
Property Management Services	958.78
PUBLIC WORKS AND RELATED SERVICES	968.00
PUBLICATIONS AND AUDIOVISUAL MATERIALS (PREPARED M	715.00
PUMPING EQUIPMENT AND ACCESSORIES	720.00
Pumps and Pump Accessories Maint. and Repair	936.62
Pumps and Pump Accessory Rental or Lease	981.57
Quality Control Testing Services for Construction	912.75
RADIO COMMUNICATION AND TELECOMMUNICATION TESTING,	730.00
RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICAT	725.00
Real Estate/Land Consulting	918.89
REAL PROPERTY RENTAL OR LEASE	971.00
Records Management and Disposal	962.69
Recreation Facilities (Parks, Marinas, etc.)	906.72
Reel Assembly, Cable, Vehicle Mounted	055.75
REFRIGERATION EQUIPMENT AND ACCESSORIES	740.00
Refuse Carts, Chutes, Containers, and Holders (Com	450.65
Registration Fees	963.64
Remodeling and Alterations	910.65
RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT	981.00
RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTUR	975.00
RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES	977.00
RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERIN	979.00
RENTAL OR LEASE SERVICES OF EQUIPMENT - JANITORIAL	983.00
RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PH	985.00
Respiratory Protection Equipment and Parts	345.80
Restoration/Reclamation Services of Land and Other	962.73
Resuscitators and Parts (Including Portable Rescue	345.84
ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)	745.00
ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC	750.00
ROAD AND HIGHWAY EQUIPMENT (EXCEPT ASPHALT, CONCRE	765.00
ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADIN	760.00
ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERV	988.00

Description	Category
ROOFING	770.00
Roofing	914.73
Roofing, Gutters, and Downspouts Maint. and Repair	910.66
SALE OF SURPLUS & OBSOLETE ITEMS	998.00
SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SA	775.00
SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABO	780.00
School Buses, Complete, Conventional Type	070.33
School Buses, Complete, Small Vehicle Type	070.36
SCHOOL EQUIPMENT AND SUPPLIES	785.00
Seal, Notary and Departmental	605.78
SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES	990.00
SEED, SOD, SOIL, AND INOCULANTS	790.00
Septic Tank Maint. and Repair Services	910.68
Sewer Inspection Equipment	890.64
SHOES AND BOOTS	800.00
Short Wheelbase, Two-and Four-Wheel Drive Vehicle	070.42
Shutter Installation, Maintenance and Repair	910.84
Sign Making Services	962.79
Sirens, Horns and Back-up Alarms	055.79
Site Assessment	925.86
Site Work	909.76
Software Maintenance/Support	920.45
SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FA	805.00
SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLAN	810.00
Street Lighting Luminaires, Accessories and Parts	285.76
Striping Streets, Parking Facilities, Lane Divisions, etc. Paint	912.76
Structural	925.88
Structural Steel	914.79
Surveillance and Countersurveillance Equipment and	680.87
Surveying (Not Aerial or Research)	968.77
Sweeper Accessories: Broom Fibers, Extension Broom	765.75
Switches and Flashers, Automotive	055.83
Tank Installation, Removal, Disposable, and Relate	968.78
Tank Testing and Disposal Services, Storage Including Underground Types	926.91
TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS): MOBI	830.00
Tarpaulins and Tents, Commercial Weight (For Recre	450.77
Telecommunications Consulting	918.95
Telemetry Services	961.76
Telephone Services, Long Distance and Local (Inclu	915.77
TELEVISION EQUIPMENT AND ACCESSORIES	840.00
Tents, Tarpaulins and Supplies Rental or Lease	981.72
Testing & Calibration Services	992.00
TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOOD	850.00
THEATRICAL EQUIPMENT AND SUPPLIES	855.00
TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, E	860.00
Tile: Floors and Walls Maint. and Repair	910.73
Tinting Services, Window	910.72
TIRES AND TUBES	863.00
Toilets, Portable, Rental or Lease	977.73
Towers: Broadcasting, Microwave, Transmitting, etc	725.61
Traffic Consulting	918.94
Traffic Sign Installation	968.80
Trailer Bodies and Parts Including Access Steps and Ladders	065.88
Trailers, Custom: Personnel, Food Service, Equipme	070.59
Trailers, Flat Bed	070.66
Translation Services	961.75

Description	Category
Transportation of Goods (Freight)	962.86
Tree and Shrub Removal Services	968.88
Tree Trimming and Pruning Services	988.88
Truck Bed Liners	065.87
Truck Tractors	070.45
Trucks (One Ton and Less Capacity)	070.48
Trucks (Over One Ton Capacity)	070.51
Trucks (With Specialized Bodies - Aerial Ladders a	070.53
Trucks, Cab and Chassis Only	070.47
Trucks, Diesel (All Capacities)	070.54
Trucks, Fire Protection and Crash Rescue	070.57
TWINE	865.00
UNCLASSIFIED	000.00
Uniform Rental or Lease	983.86
Urban Planning Consulting	918.92
Utilities: Gas, Water, Electric Consulting	918.97
Utility Locator Service (Underground)	962.91
Utility Services, Electric, Gas, Water	961.85
Vans, Cargo	070.92
Vehicle Towing and Storage	968.90
Vehicle Washing Systems, Automatic, Stationary	075.96
VENETIAN BLINDS, AWNINGS, AND SHADES	870.00
Video Tape Duplicating	915.90
VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PR	880.00
Wall and Ceiling Repair and Replacement (Including	910.75
Wallpapering Maint. and Repair Services	910.74
Warning Systems, Perimeter Anti-Intrusion, Electro	680.97
Waste Water Treatment	925.96
WATER AND WASTEWATER TREATING CHEMICALS	885.00
Water Services, Bottled	962.94
Water Supply	925.97
WATER SUPPLY AND SEWAGE TREATMENT EQUIPMENT (NOT F	890.00
Water Supply and Sewage Treatment Equipment Maint.	936.91
Web Page Design and/or Management Services	915.96
Weed and Vegetation Control	988.89
Welding	914.85
WELDING EQUIPMENT AND SUPPLIES	895.00
Wetland Delineations	926.96
Winches and Cranes, Automotive	065.94
Writing Services, All Kinds	961.90
X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIE	898.00

We Want To Work With **YOU!**



Notes

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Notes

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WEST PALM BEACH

Mayor:

Keith A. James

Commission:

Cathleen Ward: District 1

Shalonda Warren: District 2

Christy H. Fox: District 3

Joseph A. Peduzzi: District 4

Christina R. Lambert: District 5

The Office of Small & Minority Business Programs is located at:

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West Palm Beach, FL 33401

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Phone 561-822-2104

